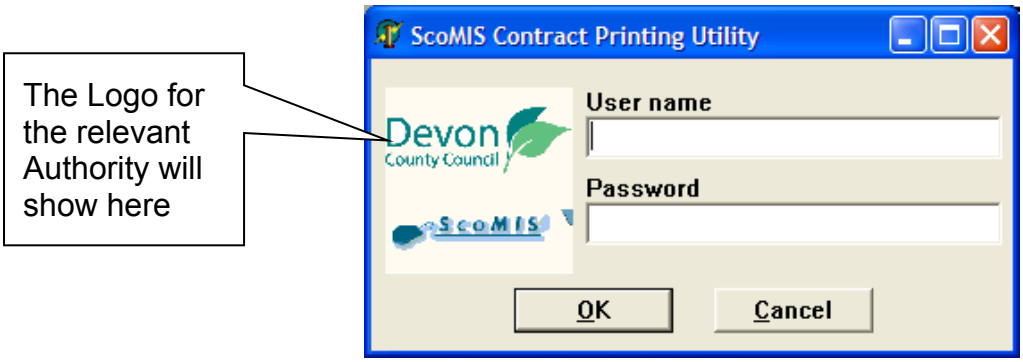
ScoMIS Contract Printing Utility User Guide

The following notes will guide you through the use of the ScoMIS Contract Printing Utility.

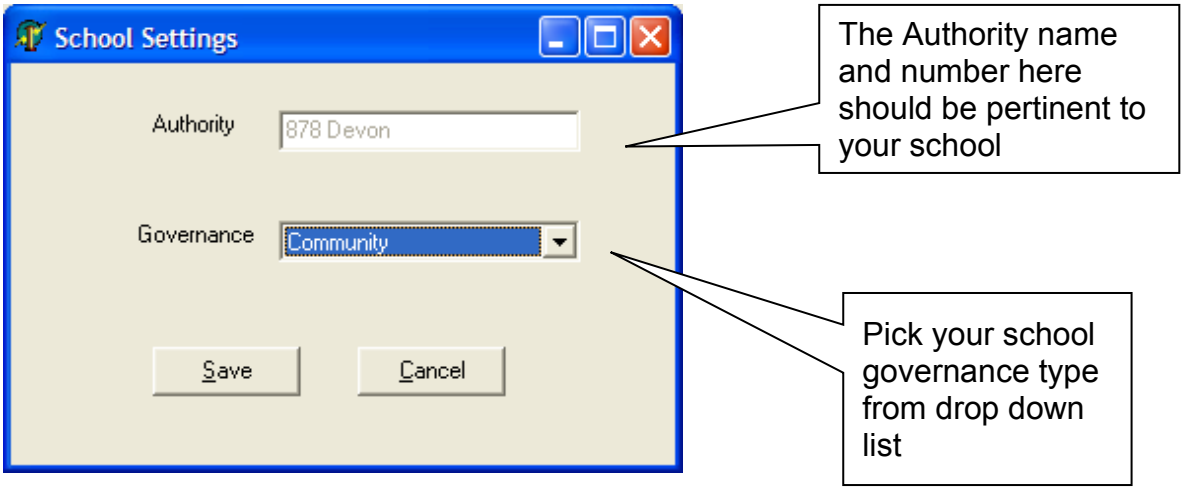
To run the ScoMIS Contract Printing Utility go to:

Start | All Programs | Scomis | Scomis Contract Printer



Enter your SIMS .Net ID and Password (only users with Personnel Officer access rights to SIMS .Net will be able to run the utility)

The first time that you enter the software you will get the following screen



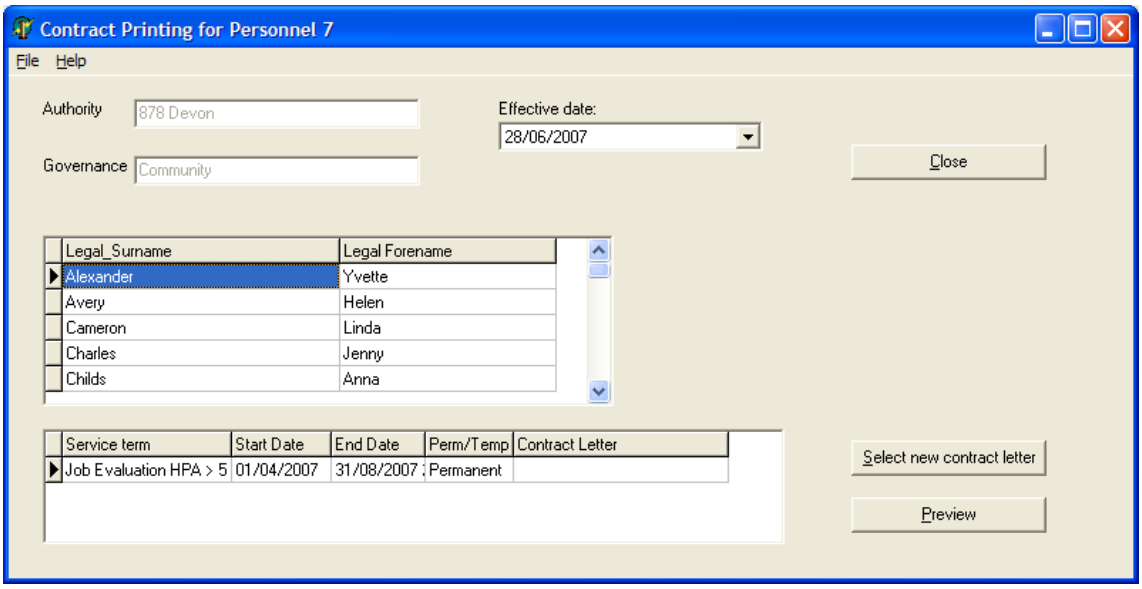
The Authority name and number should be pertinent to your school. This information is obtained from your SIMS .Net database.

Your school Governance type will need to be selected from the drop down menu.

Click on **Save** once these settings are correct.

You will not be presented with this screen on subsequent occasions when entering the software.

You will then be presented with the following screen:-



Authority and Governance

These fields should be un-editable on this screen and reflect your choices at the previous stage. The Governance may be altered from the File and Settings menu but this would not normally be changed as it will result in the links to all existing contract letters being removed.

Effective Date

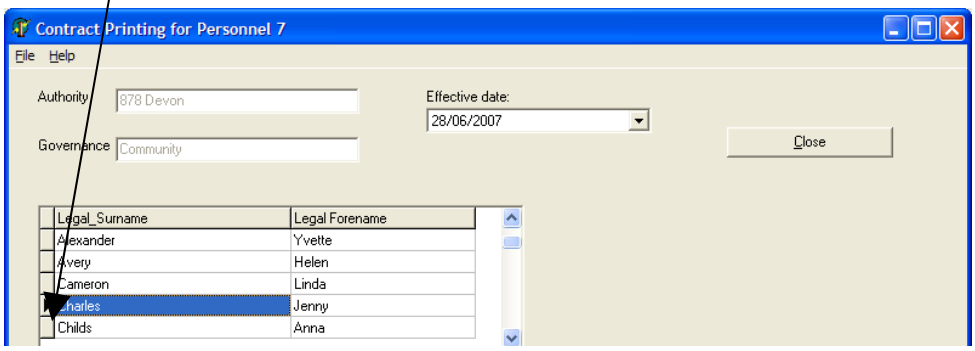
The effective date will default to the system date on the workstation.
To change the effective date click on the drop down arrow and select from the calendar

Legal Surname – Legal Forename

This panel will display the Legal Surname and Forename of any member of staff with an active contract in Personnel 7 as at the effective date selected.

To select the member of staff whose statement of particulars you wish to print scroll down the list of names

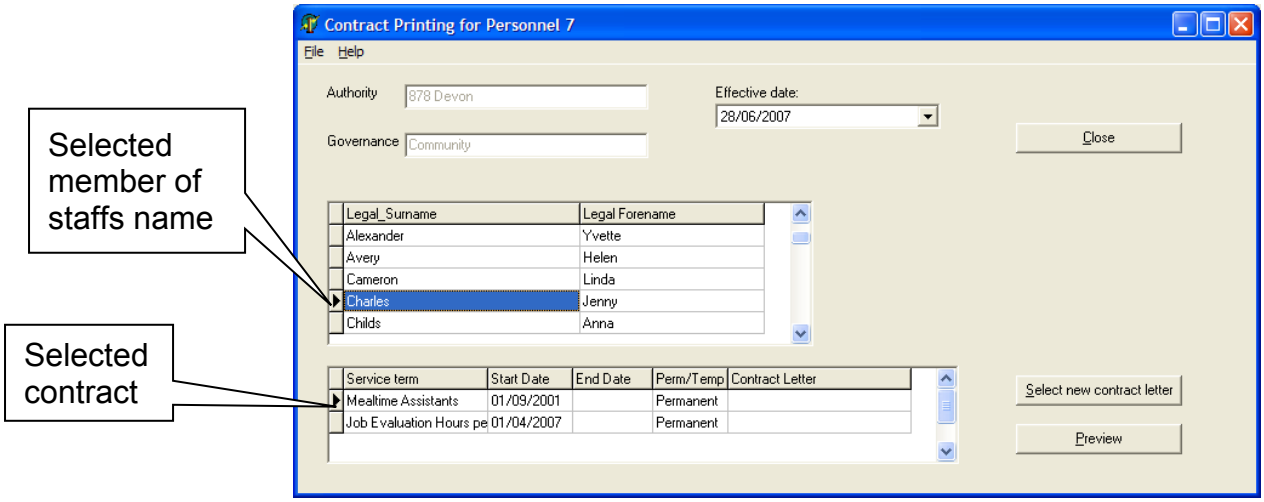
Once selected the appropriate member of staff's name will have a black triangle beside them.



The contracts which are active as at the effective date which pertain to that member of staff are then displayed in the box below

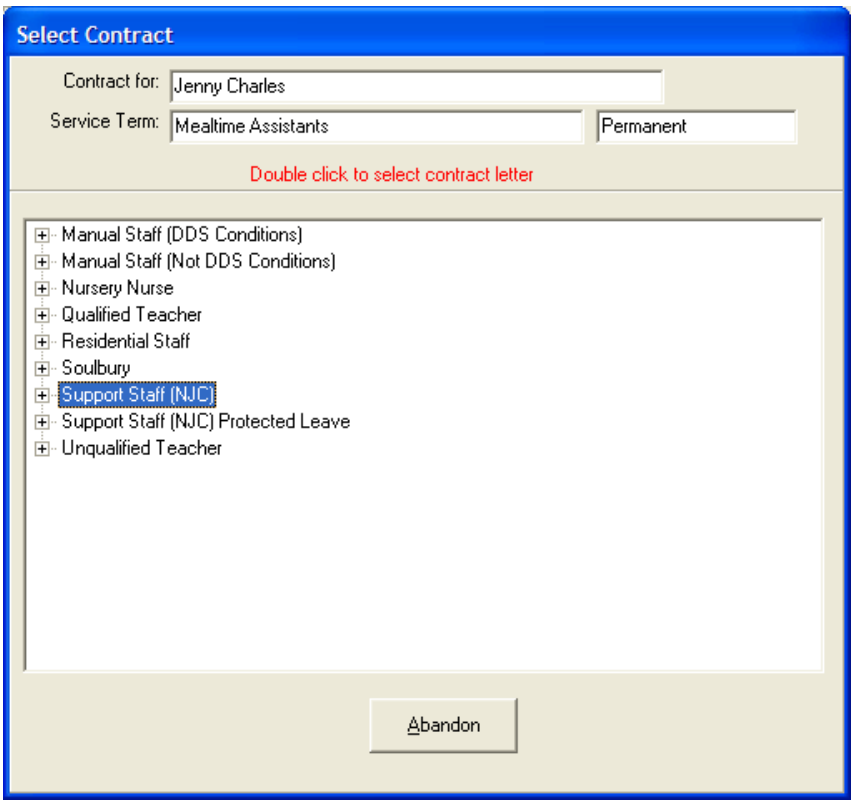
You then need to select the contract which you wish to print the Statement of Particulars for.

This can be done by scrolling down the list of contracts.
The selected contract will be indicated by a black triangle

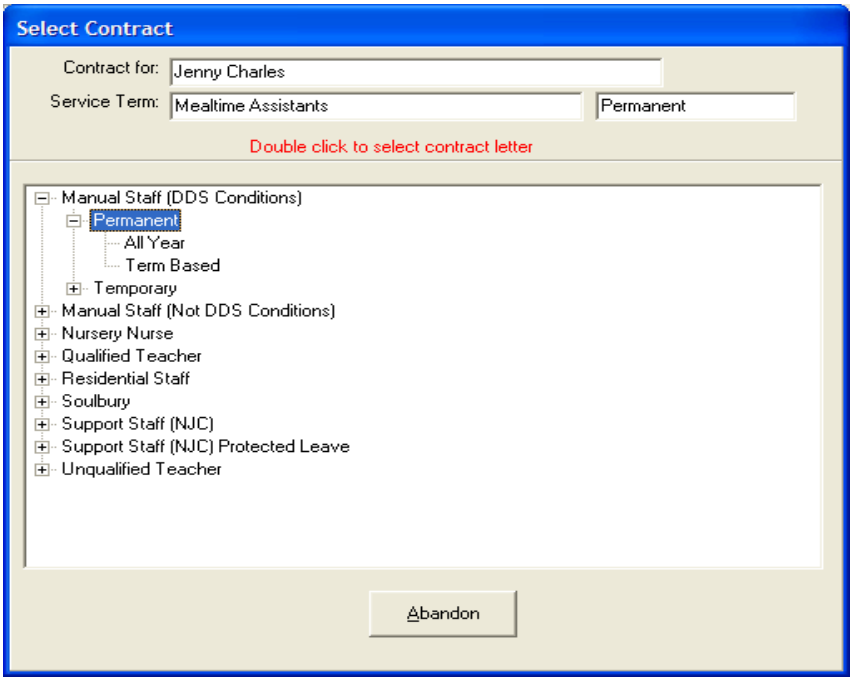


Once you have selected the appropriate member of staff and the relevant contract then click on **Select New Contract Letter**

You will then be presented with the following screen:-



Click on the **+** (or double click the text) to expand a branch. Having followed the branch you then need to double click to select the appropriate contract letter.



The information contained under each heading reflects the information held in your Personnel Manual

If you wish to terminate the procedure at any point then **Click** on **Abandon**

Once you have completed the selection process **Click** on **Preview**

The relevant Statement of Particulars letter will then be displayed.

This is a word document which can be printed and saved to any location on your network. If the document is to be saved to a network location then schools must be aware that the appropriate security is applied to the area in which the documents are saved.

A few Statement of Particulars require the addition of information to the document. Schools should not edit the document to change the contractual information

The document may also then be attached to the relevant member of staff's record in Personnel 7 via the document management server. Once again schools need to be aware of the data security issues here with regard to access rights within Personnel 7